

INSTRUCTIONS FOR CJA FORM 24

AUTHORIZATION AND VOUCHER FOR PAYMENT OF TRANSCRIPT

READ THESE INSTRUCTIONS CAREFULLY BEFORE COMPLETING THE FORM. ACCURACY AND THOROUGHNESS WILL AID IN THE PROMPT PAYMENT OF THE CLAIM

USE A TYPEWRITER IF POSSIBLE OTHERWISE WRITE LEGIBLY WITH BALLPOINT PEN AND BE SURE THAT WRITING GOES THROUGH TO THE LAST COPY. IF ADDITIONAL SPACE IS NEEDED TO COMPLETE ANY ITEM ON THE FORM, ATTACH CONTINUATION SHEETS.

ITEM 1: JURISDICTION - Check the box that categorizes the type of court in which the transcript request is made. If you check the box "Other", be sure to specify the forum in the space provided.

ITEM 2-4: DOCKET NUMBERS – Self Explanatory

ITEM 5: FOR (DISTRICT/CIRCUIT) - Enter the name of the district or circuit in which the transcript request is made

ITEM 6: IN THE CASE OF - In criminal cases, enter U.S. vs. the defendant's name. If there is more than one defendant, enter only the name of the defendant who is the person represented (the person for whom the transcript services are requested). If the person represented is not a defendant (e.g., a material witness), enter the first named defendant in the court's recording of the case. If this is a civil case (e.g., habeas corpus, NARA), enter the name of the petitioner vs. the name of the respondent and include the respondent's title.

ITEM 7: PERSON REPRESENTED – Enter the full name of the person for whom representation is being provided (the person for whom the transcript services are requested.) Only one "person represented" should be entered on each voucher.

ITEM 8: LOCATION/ORGANIZATION CODE – Obtain this number from the clerk of court.

ITEM 9: PROCEEDINGS IN WHICH TRANSCRIPT IS TO BE USED – Describe briefly the nature of the proceeding or other purpose for which the transcript is required (e.g., motion hearing, trial preparation, trial, appeal).

ITEM 10: PROCEEDING TO BE TRANSCRIBED – State specifically the type of proceedings to be transcribed (e.g., preliminary hearing, arraignment, plea, sentencing, trial, motions, parole or probation revocation proceeding s, state court proceedings, deposition). Note the restriction on trial transcripts (see Item 13C).

ITEM 11: ATTORNEY'S STATEMENT – This must be signed and dated by counsel for the person represented (or by a person proceeding *pro se* under the CJA). Check the appropriate box to designate your status as an attorney from a Federal Public Defender Organization (FPD), a Community Defender Organization (CDO), a CJA panel attorney, a retained attorney whose client is unable to afford the cost of the transcript service, or a person who qualifies for representation under the CJA but who has chose to proceed *pro se*.

ITEM 12: COURT ORDER - This must be signed and dated by the presiding judicial officer. No additional court order is necessary.

ITEM 13: SPECIAL AUTHORIZATION – These services may be provided only if specially authorized:

- A. **Apportionment of Transcript Costs**- The Judicial Conference has stated that the total cost of accelerated transcript services should not be *routinely* apportioned among the parties.
- B. **Types of Transcripts**-
 - (1) Ordinary - to be delivered within 30 calendar days after receipt of order.
 - (2) Expedited - to be delivered within 7 calendar days after receipt of an order.
 - (3) Daily – to be delivered following adjournment and prior to the normal opening hour of the court on the following morning, whether or not it actually is a court day.
 - (4) Hourly – ordered under unusual circumstances to be delivered within 2 hours.

Note: All but *ordinary* services require special prior judicial authorization.

C Trial Transcripts-In the absence of special prior authorization, trial transcripts shall exclude the prosecution opening statement, the defense opening statement, the prosecution rebuttal, the voir dire and jury instructions.

(D) Multi-defendant Cases – According to Judicial Conference policy, no more than one transcript should be purchased from the court reporter on behalf of CJA defendants in multi-defendant cases. Arrangements should be made for the duplication, at commercially competitive rates of enough copies of the transcript for each of the CJA defendants for whom a transcript has been approved. The cost will be paid from CJA funds. This policy does not preclude the furnishing of duplication services by the court reporter at the commercially competitive rate. In addition, the court may grant an exception to this policy based upon a finding that application of the policy will unreasonably impede the delivery of accelerated transcripts to person proceeding under the CJA. See paragraph 3.12C of the Guidelines for the Administration of the Criminal Justice Act. Volume VII. *Guide to Judiciary Policies and Procedures*.

ITEM 14: JUDGE'S INITIALS – If any of the special authorizations noted in Item 14 are granted, the presiding judicial officer must initial in the space provided.

ITEM 15-19: Self Explanatory

ITEM 20: TRANSCRIPT COST – Cost per page of transcripts claimed by official court reporters, contract court reporters, and transcribers of taped proceedings may not exceed those rates in effect at the time authorization was made. A page of transcript shall consist of 25 lines typed on paper 8-1/2 x 11 inches in size, prepared for binding on the left side, with a 1-3/4 inch margin on the left side and a 3/8 inch margin on the right side. Typing shall be 10 letters to the inch. Generally, persons proceeding under the Criminal Justice Act may receive only the original or a copy of the transcript. Two lines for transcript costs have been provided to reflect that the page rate will vary depending upon whether the party received the original or a copy of the transcript. Two lines for transcript costs have been provided to reflect that the page rate will vary depending upon whether the party received the original or a copy, and that certain portions may be at a higher rate for accelerated service. (If more lines are needed to reflect these factors, attach an additional sheet and record the information in the same format as on the form). Be sure to enter the page numbers for each segment of the transcript.

Note: Reimbursement of expenses may be claimed only for the following expenses:

- (1) Travel and subsistence of assistants who aid in preparation of daily or hourly transcript, if authorized in advance by the presiding judicial officer, and
- (2) Extraordinary delivery costs, such as courier services or express mail (regular postage is not reimbursable). Expenses claimed should be set forth specifically and receipts attached.

ITEM 21 – CLAIMANT'S CERTIFICATION – Generally, the person providing the transcript services will sign here. However, if the attorney has already paid for the transcript, reimbursement may be sought on this form by signing the claimant's certification. In the event, the attorney also must be listed as payee at Item 17, and the information required at Items 17-19 should relate to the attorney.

ITEM 22: CERTIFICATION OF ATTORNEY OR CLERK – The purpose of this time is to obtain the attorney's verification of receipt of the transcript. Clerks of court may verify receipt on behalf of *pro se* persons, and on behalf of all local court rule

ITEM 23: Self-explanatory

ITEM 24-25: APPROVED FOR PAYMENT – After reviewing for reasonableness and compliance with the CJA and CJA *Guidelines*, the presiding judicial officer must enter the amount approved in Item 25 and sign and date Item 24.

THE BOX IN THE UPPER RIGHT-HAND CORNER OF THE FORM SET OFF IN BOLD LINES IS FOR THE USE OF THE DISBURSING OFFICER.

AFTER THE TRANSCRIPT SERVICES HAVE BEEN RENDERED AND THE VOUCHER APPROVED, THE FORMS ARE TO BE DISPOSED OF AS FOLLOWS: ORIGINAL – MAILED TO ADMINISTRATIVE OFFICE AFTER DISBURSEMENT.

COPY 1- RETAINED BY DISBURSING OFFICER.

COPY 2- RETAINED IN COURT'S FILES.

COPY 3- RETAINED BY PAYEE

